

PAYROLL TECHNICIAN

DEFINITION

Under general supervision of the Accounting Manager, performs a wide variety of responsible payroll services functions and performs related duties as required and assigned. This position is distinguished by the confidential nature of the position, the technical knowledge and judgment required to administer and maintain the City's automated payroll system.

REPRESENTATIVE DUTIES

Duties include, but are not limited to the following:

Receive and review payroll records ensuring compliance with appropriate bargaining unit contracts and City policies, procedures, regulations and FLSA; Process payroll transactions, calculate retirement, tax and other deductions; verify and post a variety of payroll actions including wage garnishments, benefits withholding, overtime hours, and workers compensation claims; Prepare, balance and correct payroll reports; Verify payroll related data; Ensure timely and accurate posting and maintenance of payroll information.

Review, verify & correct time sheets reflecting vacation time, sick time, holiday time, compensatory time and leaves of absence for clerical and arithmetic accuracy, completeness and compliance with established standards and procedures, rules and applicable Memoranda of Understanding; Document actions into payroll master files and file action forms in employee folders.

Generate payroll checks for routine and special payrolls; Interfaces payroll distributions to the general ledger; Mail special checks to appropriate parties, Maintain accumulated leave records;

Set up and maintain a variety of files and records related to the City's payroll system; Enter new employees, retirements, and terminations, Make changes to employee benefits, taxes, address, deductions, accruals, as documented, post to payroll computer system; resolve or reconcile discrepancies between various source documents;

Prepare a variety of payroll related quarterly and annual reports including tax deposits, insurance, withholding tax, W-2's, retirement and other related reports; Balance and prepare payroll taxes for State and Federal quarterly and annual returns;

Prepare tax returns, journal entries and other reporting documentation related to payroll matters; Prepare warrant and wire transfer requests for payments related to payroll cost, such as withholding taxes, deferred compensation, and other payroll deductions; Post benefits to the retirement system; compile routine reports related to payroll activity.

Confer with Human Resources on questions regarding employee benefits, changes in paychecks, time sheets, codings or deductions, etc.

Reconcile Public Employees Retirement System (PERS) report to payroll; Make adjusting entries to PERS report on retroactive payments made to employees; Serve as liaison between the City and PERS regarding retiring employees' final compensation year(s); Process the City's retirement report; Verify changes to earnings to be reported to PERS; make necessary adjustment.

May handle information regarding controversial matters or affairs of sensitive nature with diverse implications.

Prepare financial and statistical reports.

Research and analyze regulatory updates and other information impacting the payroll system under the supervision of the Accounting Manager, Implement required changes to the system;

Maintain payroll-related records; Participate in the development of computer-based payroll systems;

Serve as liaison with financial institutions, auditors and City departments and offices regarding payroll-related issues.

Provide temporary and vacation relief in similar occupational fields as necessary.

QUALIFICATIONS GUIDELINES

Education and Experience: Any combination of experience and education that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: three years of clerical accounting experience including payroll transactions, supplemented by college courses equivalent to an Associate's degree in finance, accounting, administration or a related field.

Knowledge, Skills and Abilities: Knowledge of pertinent federal, state and local laws, codes and regulations; principles, procedures and methods of payroll preparation and administration; principles and procedures of financial record keeping and reporting, bookkeeping, accounting; and general office procedures; working knowledge of payroll systems, principles of financial administration including the budget process; word processing and spreadsheet software applications.

Skill in the operation of a variety of office equipment, including a 10-key adding machine and keyboarding at a speed necessary for successful job performance.

Ability to: maintain financial and statistical records, perform clerical record-keeping work; understand and apply specific record-keeping procedures; detect errors in coding, arithmetic, and record processing; follow verbal and written instructions, communicate clearly and concisely, both orally and in writing; establish, maintain and foster effective working relationships; understand and follow verbal and written directions; work independently; perform mathematical computations; operate a computer using a variety of computer software; prioritize tasks; type accurately; audit and reconcile various financial accounts; manage statistical and financial reports;

Approved by Personnel Board: January 8, 2003